

Division of Career and Technical Education
WORK-BASED LEARNING
*(Internship, Career Practicum, Youth Apprenticeship, and
Pre-Apprenticeship)*
EMPLOYER MANUAL

Work-Based Learning

Work-Based Learning is defined as a structured learning experience at the worksite for a specific timeframe that leads to a career path (Workforce Innovation and Opportunity Act). WBL programs contain three key components: the alignment of classroom and workplace learning; application of academic, technical, and employability skills in a work setting; and support from classroom and worksite mentors (cte.ed.gov/wbltoolkit/). Work-Based learning opportunities are one of the most powerful learning tools available to help students both prepare for careers and to strengthen their understanding of academic concepts through practical application.

The Division of Career and Technical Education offers three types of work-based learning opportunities:

1. Internship
2. Career Practicum
3. Youth Apprenticeship
4. Pre-Apprenticeship

Internship is experiential learning that can be paid or unpaid which integrates knowledge and theory learning in the classroom with practical application and skills development in a professional setting. Students in grades 10 - 12 are eligible to enroll in this course. It will not count toward concentrator status.

Career Practicum is an unpaid work experience designed to assist students in grades 11-12 in their specific CTE career pathway. A student must be at least 16 years of age. The student must currently be enrolled or have completed at least two courses in a chosen CTE career pathway area to be eligible for this course.

Youth Apprenticeship must be a paid work experience designed to assist students in grades 11-12 in their specific CTE career pathway. A student must be at least 16 years of age. **This course is eligible for an employer tax credit.** The student must currently be enrolled or have completed at least two courses in a chosen CTE career pathway area to be eligible for this course.

Pre-Apprenticeship is designed to prepare students for entry into a Department of Labor registered apprenticeship program. It must be a paid Pre-Apprenticeship. A student must be at least 16 years of age. **This course is eligible for an employer tax credit.** Completers of this program may be given special consideration for entry into an apprenticeship program and/or applied time served or credits earned toward fulfilling program requirements.

For any questions, call the Office of Career Readiness/Work-Based Learning at (501) 682-4834.

1. What qualifications does an employer have to meet to get a tax exemption for Youth Apprenticeship?

Please refer to Arkansas Code 26-51-509 by clicking the link: [Arkansas Code 26-51-509](#).

Per the dfa.arkansas.gov website:

Apprenticeship Program (ACA §26-51-509) as amended [Applicable to tax years 2018 and thereafter]

Act 1042 of 2017 and Act 213 of 2019 provides for an income tax credit for each qualified apprentice who is at least 16 years of age and is employed to learn an apprenticeable occupation or is in an apprenticeship or work-based learning program. To claim the benefits, a taxpayer must obtain a certification from the Office of Apprenticeship of the U.S. Department of Labor or the Department of Career Education, certifying to the Department of Finance and Administration that the taxpayer has met all the requirements and qualifications.

A taxpayer who employs an apprentice is allowed an income tax credit in the amount of \$2,000 or 10% of the wages earned by the apprentice, whichever is less, for each apprentice. The amount of the income tax credit claimed in a taxable year may not exceed the individual or corporate income tax otherwise due. Any unused credit may be carried forward for a maximum of two (2) consecutive taxable years.

To claim the tax credit, contact Tax Credits/Special Refunds Section at (501) 682-7106 or tax.credits@dfa.arkansas.gov for the appropriate forms.

The Purpose of Work-Based Learning

The objective of this Work-Based Learning project is to give high school students enrolled in state approved career technical programs interdisciplinary learning experiences that develop their problem-solving, critical-thinking and communication skills linking their classroom learning with the challenges they will face in post-secondary education and the workplace of the future.

Benefits to Employers to Participate in a Work-Based Learning Program

Employers play an active role in shaping the quality of their future workforce when they participate in work-based learning opportunities. Work-Based learning can help business and industry in the following ways:

1. Expose students to unfamiliar careers/businesses/industries;
2. Expose students to the needs and expectations of a business;
3. Improve the skill level of workers through their mentoring of students;
4. Improve community relations by helping local youth with employment and education;
5. Reduce employee training costs and turnover; and
6. Improve management skills of employees by having to lead and set examples for youth.

Work-Based Learning has the potential to turn entry-level work experiences into full-time potential employees.

Benefits to Learners

Work-based learning opportunities can help students to:

1. Strengthen academic skills;
2. Realize the relevance of a rigorous education and understand the need for academic success;
3. Gain real workplace experience and an understanding of career and educational options;
4. Become motivated to expand their learning through the hands-on approach of applying knowledge and gaining skills; and
5. Work with positive adult role mentors.

Responsibility Guidelines

Training Site Supervisor	<ul style="list-style-type: none">• Meet with Work-Based Learning teacher to review goals and expectations of the students.• Follow all federal and state child labor laws.• Provide safe conditions.• Complete and sign a site agreement, example included.• Provide safety instructions to the student for all tasks and duties to be performed.• Meet and/or communicate with the Work-Based Learning teacher at periodic intervals throughout the year to discuss the student's progress.• Monitor student's progress and attendance.• Sign and implement the Student Training Plan, examples included.• Complete evaluation and/or improvement plans for students and provide copies of the evaluation to the teacher:<ul style="list-style-type: none">• Mid-October• Mid-December• Mid-March• Mid-May
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SITE AGREEMENT

The following training agreement needs to be completed by the student, a parent or guardian of the student, worksite supervisor, and Work-Based Learning teacher.

Training Site Supervisor

1. The supervisor at the training site will complete evaluations as scheduled by the Work-Based Learning teacher.
2. The student employment will be within the provisions of all state and federal child labor laws and existing labor management agreements.
3. The employer will accept and assign students to jobs without discrimination based on race, color, national origin, gender, or handicap.
4. The employer/facility will provide adequate staffing in the instructional areas so that no student will be expected to perform duties without supervision.
5. The employer will supply safety orientation and procedures instruction pertaining to the training site.
6. The employer/facility will provide an opportunity for the student to keep up to date with policy and new technology by notifying the school of changes in policy and technology.
7. To assure that the employer/facility has sufficient resources to meet its obligations under the agreement; both parties shall confer prior to the start of each semester regarding the students who will participate in the program at the facility and their approximate schedule for the semester.
8. It is the responsibility of the student, parent and the employer/facility to notify the Work-Based Learning teacher in writing of any accident that occurred while at the training site.

Training Facility:	
Training Supervisor:	Contact Information:
<i>I have read the above training agreement and understand my responsibilities as outlined by the agreement.</i>	
Supervisor Signature: _____ Date: _____	

INSTRUCTOR AGREEMENT

Work-Based Learning Teacher/School Agreement

1. The Work-Based Learning teacher will visit and/or contact the training site at regular intervals to assess the student learner, to discuss the student's progress, and find out what related instruction is needed.
2. The employer and the school will provide instruction and experience at the training site and in the classroom.
3. The school assumes full responsibility for offering an accredited education program.
4. The instructor will plan the schedule and assist with assigning students to training sites.
5. Students and faculty will abide by existing rules and regulations of the Work-Based Learning program. The worksite supervisor and/or Work-Based Learning teacher may remove students immediately that are not following the guidelines of the Work-Based Learning program.

Work-Based Learning Teacher Name:	Contact Information:
<i>I have read the above training agreement and understand my responsibilities as outlined by the agreement.</i>	
Work-Based Learning Teacher Signature: _____ Date: _____	

STUDENT/GUARDIAN AGREEMENT

Students will:

1. Complete designated instructional time and curriculum while maintaining academic grades, attendance, and graduation requirements to progress to the Work-Based Learning experience.
2. Complete the designated minimum hours of supervised training at assigned worksite as directed by the school program.
3. Maintain minimum dress standards determined by your worksite and/or program coordinator for professionalism and safety expectations.
4. Perform skills at the training worksite that are appropriate and within the training plan.
5. Contact the employer and Work-Based Learning teacher prior to their scheduled work time, if they will be absent from or tardy to the training facility for any reason.
6. Provide his/her own transportation to and from the worksite.
7. Remain at the worksite unless a request to transfer is approved by the Work-Based Learning teacher. All worksites must be approved by the Work-Based Learning teacher.
8. Be removed from the program if released from the worksite for a justified reason.
9. Given two weeks to obtain another job, if the student quits, or the student will be removed from the program.
10. Attendances is of upmost importance. A student may be removed due to the lack of attendance.
11. Report a worksite related injury to the Work-Based Learning teacher by the end of the next school day.
12. Follow the provisions of the state and federal child labor laws.
13. Students must follow all confidentiality rules of the training site.

Student Name:

High School:

Parent or Guardian Name:

Parent or Guardian contact information:

Program Placement:

I have read the above training agreement and understand my responsibilities and relationship to the program as outlined by the agreement.

Student Signature:_____ Date:_____

I have read the above training agreement and understand the responsibilities assigned to my child and the relationship to the program.

Parent/Guardian Signature:_____ Date:_____

Student Training Plan (Career Practicum/Youth Apprenticeship) (Example)

Student Name			
Career Practicum/Youth Apprenticeship Position			
Employer/Host			
Supervisor Title			
E-mail		Phone Number	

Career Clusters	<ul style="list-style-type: none"> ○ Agriculture, Food and Natural Resources (AG) ○ Architecture and Construction (STEM) ○ Architecture and Construction (T&I) ○ Arts, A/V Technology and Communications (T&I) ○ Business Management & Administration (BUS) ○ Education and Training (FCS) ○ Government & Public Administration (T&I) ○ Finance (BUS) ○ Health Science (STEM) ○ Health Science (T&I) ○ Hospitality and Tourism (BUS) ○ Hospitality and Tourism (FCS) ○ Human Services (FCS) ○ Information Technology (BUS) ○ Information Technology (STEM) ○ Manufacturing (T&I) ○ Marketing, Sales, & Service (BUS) ○ Law, Public Safety, Corrections, & Security (T&I) ○ STEM ○ Transportation, Distribution, & Logistics (T&I) ○ Transportation, Distribution, & Logistics (BUS)
List the Program of Study AND the two courses in the previously taken or currently enrolled that aligns to this Work-Based Learning placement.	<p>POS:</p> <p>Previous Course(s) in POS:</p> <p>Current Course(s) in POS:</p>
Continuing Education Goals	<ul style="list-style-type: none"> ○ Business and Industry Training Program ○ Two-year college ○ Four-year college ○ Branch of the military ○ Apprenticeship ○ Employment
Continuing Education Goals	<p>When:</p> <p>Where:</p> <p>Program:</p>

Continued Student Training Plan

The student completes the following portion of the content standards based training plan in collaboration with the supervisor and teacher. Each standard should be related to the content of the chosen CTE career pathway. Standards from related course frameworks in the chosen program of student can be utilized. For each standard, please list methods to develop the skill at the worksite along with how the supervisor and teacher will assess the skill. Supervisors and teachers need to initial to approve. Rank 4- Excellent; 3- Good; 2-Average; 1-Fair; 0-Poor			
Goal #1			
Ranking			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #2			
Ranking			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #3			
Ranking			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #4			
Ranking			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #5			
Ranking			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	

Continued Student Training Plan

The student completes the following portion of the content standards based training plan in collaboration with the supervisor and teacher. Each standard should be related to the content of the chosen CTE career pathway. Standards from related course frameworks in the chosen program of student can be utilized. For each standard, please list methods to develop the skill at the worksite along with how the supervisor and teacher will assess the skill. Supervisors and teachers need to initial to approve. Rank 4- Excellent; 3- Good; 2-Average; 1-Fair; 0-Poor			
Goal #6			
Ranking			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #7			
Ranking			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #8			
Ranking			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #9			
Ranking			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #10			
Ranking			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	

Hazardous Equipment – Training Plan

Equipment	Use or purpose of equipment

Required Signatures

Student Name (Printed): _____

Student Signature: _____ Date: _____

Supervisor Name (Printed): _____

Supervisor Signature: _____ Date: _____

Career Practicum/Youth Apprenticeship Teacher Name (Printed): _____

Career Practicum/Youth Apprenticeship Teacher Signature: _____ Date: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

INTERNSHIP STUDENT TRAINING PLAN (Example)

STUDENT NAME

DATE OF BIRTH

SCHOOL

EMPLOYER

WORK SUPERVISOR

JOB TITLE (RELATED OCCUPATIONAL OBJECTIVE)

TRAINING PLAN:

1. The student will be prompt and regular in attendance, both at school and on the job. A student who fails to attend any school day is not allowed to report to work without the Internship teacher's permission.
2. The teacher will assist with resolution of any on-job problems of the student.
3. The student will adhere to company policy and may be terminated from employment for the same reasons as other employees.
4. Employment shall not be terminated by the student without the prior approval of the teacher.
5. The employer will contact the teacher immediately in the event the student is dismissed from the job.
6. Students should have a minimum of 180 clock hours of on-the-job training per school semester.
7. The student will not be eligible for unemployment compensation.
8. There is no obligation on the employer's part to offer the student regular employment if the student is dismissed from or voluntarily leaves the work-based learning program.

JOB DESCRIPTION :(NAME OF JOB AND BRIEF DESCRIPTION)

Intern is evaluated in the following areas by checking the appropriate column opposite the work task.

4-Excellent; 3-Good; 2-Average; 1-Fair; 0-Poor

WORK GOALS/EXPECTATIONS	4	3	2	1	0
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

EMPLOYER SIGNATURE

DATE

COORDINATOR SIGNATURE

DATE

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

TRAINING SITE SUPERVISOR EVALUATION REPORT (EXAMPLE)

Student Name _____ Completion Deadline _____

Employer Name _____ Training Supervisor _____

Grading Period _____ Work-Based Learning Teacher _____ Phone _____

Please indicate, on the scale from 1 to 10, your estimate of the student in each area. Omit any traits that do not apply or cannot be properly evaluated at this time. It is suggested that you take time to discuss the evaluation with the student after it is completed.

PERFORMANCE ON THE JOB:

Quality of Work		Speed		Care of Working Area		Job Learning	
10	Very accurate and thorough	10	Very Fast	10	Very clean and orderly	10	Learns exceptionally well
9		9		9		9	
8	Careful, rarely inadequate	8	Fast	8	Keeps area clean	8	Learns with ease
7		7		7		7	
6	Usually accurate	6	Average	6	Average	6	Learns adequately
5		5		5		5	
4	Careless	4	Slow	4	Careless	4	Learns with difficulty
3		3		3		3	
2	Makes many errors	2	Very Slow	2	Very untidy	2	Little or no learning
1		1		1		1	

Use of Working Time		Initiative		Use of Job Materials		Attendance	
10	Very busy	10	Self-motivated	10	Very careful	10	Always prompt and present when scheduled
9		9		9		9	
8	Busy	8	Needs little direction	8	Above average	8	Seldom off – valid reasons only
7		7		7		7	
6	Average	6	Performs as instructed	6	Acceptable	6	Absent occasionally
5		5		5		5	
4	Needs to improve	4	Not a self-starter	4	Careless	4	Above average absences
3		3		3		3	
2	Very wasteful	2	Must always be told what to do	2	Wasteful	2	Excessive absences
1		1		1		1	

ATTITUDES TOWARD WORK

Attitude Toward Fellow Workers		Attitude Toward Superiors		Customer Contact	
10	Very cooperative and friendly	10	Very respectful, helpful, accepts criticism	10	Very courteous
9		9		9	
8	Cooperative and friendly	8	Respectful, helpful, accepts criticism	8	Pleasant and helpful
7		7		7	
6	Cooperative	6	Average	6	Average
5		5		5	
4	Has a negative attitude	4	Does not accept criticism	4	Needs improvement
3		3		3	
2	Unable to get along	2	Disrespectful	2	Discourteous
1		1		1	

Enthusiasm		Responsibility		Dress and Grooming	
10	Very eager to learn	10	Accepts readily and handles well	10	Always good
9		9		9	
8	Enjoys work	8	Accepts willingly	8	Most often good
7		7		7	
6	Average	6	Accepts	6	Occasionally poor
5		5		5	
4	Shows little interest in job	4	Needs to improve	4	Often poor and inappropriate
3		3		3	
2	Does not seem to like work	2	Unsatisfactory	2	Always inappropriate
1		1		1	

SAMPLE

Training Site Supervisor Evaluation Report

☐ Internship ☐ Career Practicum ☐ Youth Apprenticeship ☐ Pre- Apprenticeship

Student's Name:	Grade Level:
Place of Employment:	Supervisor's Name:
Supervisor's Telephone #:	Evaluation Date:

Supervisor Responsibilities: Please complete the table below, share the rating with the student; give the form to the teacher/Work-Based Learning Coordinator.

Evaluation

Scale: 1 - Poor 2 – Needs Improvement 3 – Average 4 - Good 5 – Excellent

Attendance/Punctuality	1	2	3	4	5
Appropriate Dress	1	2	3	4	5
Attitude	1	2	3	4	5
Dependability	1	2	3	4	5
Initiative	1	2	3	4	5
Following Directions	1	2	3	4	5
Cooperation	1	2	3	4	5
Adaptability/Flexibility	1	2	3	4	5
Teamwork with Co-workers	1	2	3	4	5
Time Management	1	2	3	4	5
Quality of Work	1	2	3	4	5
Quantity of Work	1	2	3	4	5

Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Teacher/WBL Coordinator Signature: _____ Date: _____